# Minutes
# NV IT Operations Committee (NITOC)

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| **DATE** | January 13, 2005 |
| **TIME** | 1:45 PM |
| **LOCATION** | Kinkead Conference Room, Carson City |
| **RECORDER** | Maggie Thorne |

## ATTENDANCE

| Chair Name | Present | Co-Chair Name | Present |
|---|---|---|---|
| Terry Savage, Chair | ✓ | Kathy Ryan, Co-Chair | ✓ |
| Mike Hillerby, Chair, Strategic Plan | | Perry Comeaux, Co-Chair, Strategic Plan | |
| Roberta Roth, Chair, ITPOC | | Kathy Ryan, Co-Chair, ITPOC | ✓ |
| Janice Rhode, Chair, IT Workforce | ✓ | Kathy Comba, Co-Chair, IT Workforce | |
| Dave McTeer, Chair Enterprise Architecture | ✓ | Terry Savage, Co-Chair, Enterprise Architecture | ✓ |
| Teri J. Mark, Chair, NERC | ✓ | Linda Morrison, Co-Chair NERC | |
| Alan Rogers, Chair, Integration | ✓ | Vacant, Co-Chair, Integration | |
| Randy Potts, Chair, Security | | Jerry Beauchamp, Co-Chair, Security | |

## Other attendees

| Name | Name |
|---|---|
| Donna Crutcher, DoIT | Alisanne Maffei, DoIT |

## CALL TO ORDER
Terry Savage called the meeting to order at 1:45 pm.

## REVIEW OF MINUTES AND AGENDA CHANGES
THE MINUTES FROM THE DECEMBER 9, 2004 MEETING WAS ACCEPTED AS SUBMITTED.

## CHAIRMAN REPORT
Terry briefly discussed the forthcoming legislative session and indicated DoIT's pre-session briefing is scheduled for February 2 and he would be attending in Las Vegas where most of the legislators would be. He also mentioned that he and Dave McTeer attended the audit subcommittee meeting and all was good and civilized. He also mentioned that he was happy to report that all NV radios are finally off of all the illegal frequencies.

## DECISIONS[1]

| Item No. | Decision |
|---|---|
| **1.** | **A MOTION WAS MADE AND CARRIED TO APPROVED THE REVISION OF PSP 9.03.** This revision combines both 9.03 and 9.11 into one standard and rescinds 9.11 in its entirety. |

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

| 2. | **A MOTION WAS MADE AND CARRIED TO APPROVE PSP 3.02 Web Style Standard** with the following amendment: Rewrite and replace the exception sentence previously removed. |
| 3. | **It was also agreed that the impact statement should be amended again to be more quantitative and include hours and costs for impact on staff time.** |
| 4. | Linda DeSantis briefed the members on how her group graded websites and presented a list of how State websites ranked. Terry asked Linda to speak to Greg in the Governor's Office to come up with a mechanism for handling non-compliant websites that NITOC could follow. |

## COMMITTEE REPORTS

| 1. | **IT Project Oversight** – Kathy Ryan reported the committee is busy overseeing 10 projects currently as well as revisiting and revising many PSPs. She indicated that after having a few years of experience under the belts, they now can simplify many of the processes. |
| 2 | **NERC** –Teri Mark distributed the Committee's legal requirements for NV's public electronic records which has been adopted and indicated the Committee is currently working on their guidelines and standards. Teri welcomed any and all comments regarding the document she distributed. |
| 3 | **IT Work Force**-  Janice Rhode reported that the Committee has developed a survey for CNT & CNS positions and that the survey would be mailed to employees in those position shortly.. |
| 4. | **Integration** – Alan Rogers reported that it was agreed to hold off any action for this Committee until after the first, but focus will be on inviting DB and application type employees to sever on the Committee. Next month Alan hopes to be able to have members of the Committee identified. |
| 5 | **Strategic Planning** – Alisanne Maffei distributed a hardcopy report of the Committee's activities to NITOC.. |
| 6 | **Enterprise Architecture** –Dave McTeer reported that the committee has been busy with investigating open source software and at January 20th meeting they will be wrapping up their endeavors on open source. The Committee will not be meeting during the session. |
| 7. | **Security**- In Randy Pott's absence, Donna Crutcher reported that the committee continues to be very busy. She indicated that Randy is working with Linda DeSantis on getting the online training security awareness application up and going; a sub-committee is working on the transferring of email accounts between agencies; developing standards for confidential documents and a subcommittee considering adopting DoIT's wireless standard for statewide use. |
| 8. | **NCSC –** Terry reported that the Committee continues to work on their Interoperability Plan and things are going well. Their next meeting is scheduled for January 18 with a discussion debate on P25 standards. |
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## ACTION ITEMS[2]

| Item | Opened | Description | Assigned | Due | Closed |
|---|---|---|---|---|---|
| 9. | 7/11/02 | Draft inter-committee working relationship policy statement. | Terry Savage | Sometime Soon | |

## OTHER ISSUES
None

## ADJOURNMENT
The meeting was adjourned at 3:10 pm.

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[2] *Action Item*: A commitment to complete an action or an assignment.